



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Govt. Kavyopadhyay Hiralal College
• Name of the Head of the institution	Dr. P. R. Sahu	
• Designation	Principal in Charge	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07712964844	
• Mobile no	9009201100	
• Registered e-mail	gkhc.abhanpur@gmail.com	
• Alternate e-mail	aruprakash_669@yahoo.in	
• Address	Rajim road, Kathiya mod	
• City/Town	Abhanpur	
• State/UT	Chhattisgarh	
• Pin Code	493661	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Pt. Ravishankar Shukla University				
• Name of the IQAC Coordinator	Dr. Arun Prakash				
• Phone No.	07712964844				
• Alternate phone No.	07712964844				
• Mobile	9424204002				
• IQAC e-mail address	gkhc.abhanpur@gmail.com				
• Alternate Email address	aruprakash_669@yahoo.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://gkhca.in/aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gkhca.in/administrator/ssrbox/e4e30ee70439bacf2f651944421d9045.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.07	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			01/12/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education of Chhattisgarh	Salary	Higher Education of Chhattisgarh	2021/365	39590924
Higher Education of Chhattisgarh	Contingent	Higher Education of Chhattisgarh	2021/365	47400
Higher Education of Chhattisgarh	Electricity	Higher Education of Chhattisgarh	2021/365	241846
Higher Education of Chhattisgarh	Books	Higher Education of Chhattisgarh	2021/365	25000
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
Upload latest notification of formation of IQAC			View File	
9.No. of IQAC meetings held during the year			3	
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report			No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
1.To start new course in a. PG Diploma in Yoga, Education and Philosophy b. Diploma in Business management permission was sought				

from higher authority of university and Higher Education Department.

2.To construct a separate Laboratory and a library building estimate by PWD was sought and proposed was sent to Higher Education Department for approval of construction .

3.Due to previous correspondence, the college got approval to start the new course of BCA. Four Value Added Course were conducted in the college.

4.The college got approval to establish Solar panel in the College building by CREDA.

5.Woman development cell was constituted and it organized various programmes like lectures on "Cyber Crime " as well as on "Entrepreneurship development".

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
a. It was decided to held classes on blended mode in the background of diminishing COVID.	The classes were conducted in blended mode and whenever there were classes and practicals in physical mode SOP of COVID was followed.
b.Time table of all the class was prepared and executed.	Timetable was followed and executed as planned.
c.Blueprint of timeline of internal examination, tests and assignments were decided.	The plan was executed as per the decided timeline.
d.To enhance quality of students, Value Added Courses in different streams were planned.	There were four value added courses conducted successfully by various departments.
e.Various informative and motivational seminars as well as extra curricular activities on were proposed to be conducted in online platform.	Various activities were conducted and executed as per plan chalked out.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC cell	10/11/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	31/01/2022

15. Multidisciplinary / interdisciplinary

The Institute follows the university guidelines for the conduction of all its courses and programs. The university is on the planning mode to incorporate the suggestions given in the new education policy to integrate humanities and science with STEM in model colleges. In the next phase the policy may be implemented in our institution.

16. Academic bank of credits (ABC):

There is no credit system applied in the affiliated University. We need to follow the university guidelines.

17. Skill development:

To develop skills among the students of this college, many value-added courses were arranged in the session. Department of Science, Department of Botany, Department of Commerce, and Department of English organized these courses to develop distinct educational and communication skills among the students. Students participated with great zeal in all these courses.

Department of Science has designed a value-added course to enhance the laboratory skill of the students. Department of Botany has designed the value added course to give the students the idea of cultivation and formulation of medicinal plants that can train them for self-employability. The Department of English has conducted a value-added program for the purpose of enhancement of communication skills in the English language. A workshop on entrepreneurship skill development is also conducted by the commerce department.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The medium of instruction of this college is Hindi. Lingua franca of this area is Hindi and Chhattisgarhi. So the College follows the

traditional knowledge system which is an integral part of Indian culture. Most of the student's mother tongue is Chhattisgarhi, so the faculties use the dialect in their teaching to make them comfortable and more interesting. After the incidence of Covid Online teaching, organizing online webinars and add-on course became a popular way to spread knowledge.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our college follows the syllabus designed and prescribed by the university. The outcome of each course and program is made and accomplished in theory as well as practical teaching. All the faculties are keen about achieving the objectives of their program and courses they are dealing with. In nutshell our focus of teaching is outcome based education.

20.Distance education/online education:

We are not authorized to Implement distance learning course. However, due to Covid pandemic we started online teaching also. This year was the year of diminishing Covid impact and so it was decided to teach in a blended mode , viz ,online and offline.

Extended Profile

1.Programme

1.1	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2283
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1438
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	796
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	22
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	18
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	5, 61, 468
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	47
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

With the gradual return of normalcy after Covid- 19, offline teaching was also started along with online teaching so in practice we followed classroom teaching in blended mode following the SOP of Covid protocol.

To deliver the curriculum effectively college follows a systematic plan. For example, 1. At the onset of the session, a meeting of all the departments and faculties was called, where the syllabus was discussed separately and its execution was contemplated and planned.

2. All faculties prepare lesson plans according to the syllabus and class assigned to them. 3. Classes are held regularly following the timetable under the supervision of the Principal. 4. In order to deliver the curriculum effectively a combination of different teaching methods is practiced in addition to the chalk-and-talk method:

- ICT-based teaching-learning method,
- Use of models and charts during lectures,
- Distribution of prepared class notes to students by faculties,
- Submission of projects and seminar presentations by students under the supervision of respective subject teachers.
- Fieldwork and excursions are also carried out at the departmental level.
- Guest lectures by faculties of other colleges were organized.

5. For regular assessment of the students we have a mechanism of conducting the regular class tests, half-yearly examination, and pre-final examination.

6. For slow learners, we follow the mechanism of remedial type and tutorial classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our institution adheres to the academic calendar provided by Pt.

Ravishankar Shukla University, Raipur. We simply follow it. At the beginning of the session, it is circulated among all concerned college staff including faculty members, laboratory staff, librarian, and students. All academic and cultural activities are carried out as per a fixed timeline. As per the university's academic calendar, the faculties need to take a minimum of 180 working days in a session. PG classes follow the semester system. Different non-curricular activities are carried out till the month of December. Dates of internal and external examinations have also been earmarked by the University and so, as a matter of fact, the college has to follow the academic calendar of the University. Continuous internal examination(CIE) is a part of the academic calendar. All practical, theory examinations and viva voce are conducted accordingly. A list of national, state, and local holidays is also adhered to by us. The vacations for Dusshera, Diwali, Christmas, and summer are adequately described in the calendar, which the college also follows. The tentative dates of NSS activities and organizing camp have also been suggested in the academic calendar. In this way, this college follows the academic calendar of the university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.gkhca.in/administrator/ssrbox/e4e30ee70439bacf2f651944421d9045.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

220

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In the syllabus at the graduation level, our institution integrates cross-cutting issues relevant to professional ethics, gender equality and human values, environment, and sustainability. As a matter of fact, the curriculum of all courses is designed by the University and is implemented by our institution. Some of the courses, viz., B.A.Political Science, B.A. Sociology, Foundation courses in English and Hindi at the graduation level involve certain issues and topics related to gender, human values, and environment. By introducing certain Value Added Courses we can enrich the curriculum on these aspects. In the upcoming year, we are planning to initiate a few Value Added Courses and one such course is based on environment and sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships**951**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.gkhca.in/administrator/ssrbox/6e9f19e6a95592eb3dcdee3026e8dbad.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.gkhca.in/administrator/ssrbox/f4db77cdb49e1ea766d7075c696675ff.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2283

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

682

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our institution assesses the learning level of the student through the mechanism of internal examination and organizes special programs

for advanced learners and slow learners respectively. There is a defined mechanism for the assessment of the learning level of students which involves different internal assessments like class tests, assignments, half-yearly examination, pre-final examination etc. Different programs like quiz competitions, debates, extempore, speech competition, presentation of a topic through PPT, etc. are being organized in the institute to promote advanced learners. They are also helped to prepare for the competitive examination. On the other hand, extra classes and extra lectures are organized and promoted among slow learners for their academic growth. This year some such classes and lectures were organized on the online platform. Additional online lectures were organized for slow learners. In addition, YouTube links of different lectures were also provided to the students. Such video lectures were contributed by our own faculties.

File Description	Documents
Paste link for additional information	https://www.gkhca.in/administrator/ssrbox/3a6590bd14e374cd8d60c27caacc6f60.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2283	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experimental learning is a significant as well as integral part of learning knowledge in our college which has been prescribed in the syllabus of different classes. Students of science group conduct experiments especially in Science where they experience different realities in the laboratory. The students of Geography also conduct practicals and surveys inherent to their syllabus which is purely

experiential in nature. In village surveys, they confront many aspects of the real world which are in fact taught as theoretical issues in the textbook. Due to after effect of covid-19 experiential learning in the form of field visit was restricted. The students of the Botany Department visited Agricultural farms in Kendri. The students of the Commerce department visited Ganesh Gulal Factory, Bhanpuri, Raipur. Field project reports were completed and submitted by students of the geography department.

The students were involved in various teaching and learning activities, like making charts related to their curriculum and decorating their classrooms. Various competitions are also organized in the departmental level. The students are motivated and given the responsibility to organize various programs and mostly the students take active participation in the execution of programs organized by the departments under the supervision of the faculties.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In our College, Teaching was done in blended mode this year wherein the use of ICT technique was followed. Groups of students were formed and were taught through the digital platform. All our value-added courses also followed the same pattern. As it became compulsory for all the faculties to teach using online mode, through google meet, those faculties who were not very comfortable with the applications, learned the technology and applied also in their teaching-learning method. Technological aids like smart classes and projectors are used regularly by the faculties. The faculties use power Point Presentations as part of the teaching-learning process and the students are also motivated to give their presentations using this method in all the streams. For the online mode of teaching, tripods were procured and made available to the faculties.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment is transparent in our institute. Internal assessment involves regular class text and half-yearly examination. The timetable of the internal Examination is displayed on the notice board and WhatsApp groups of different classes. The question papers of various subjects are made following the pattern of the final examination. The answer sheets of examinations are properly checked and the marks, as well as answer sheets, are shown to the students. This year off line internal examination was conducted. In the parent-teacher meeting, the marks obtained by the students are shown to the parents. In case of poor performance, the student is counseled for better performance in the final examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In our college, we follow a defined mechanism to deal with the grievances related to the internal examination which is transparent, time-bound, and effective. Teachers show the valued answer sheets to the students. If there is any disagreement or grievance regarding the correction and allocation of marks the concerned teacher looks into the matter. The grievances are resolved within one week time and therefore this mechanism is efficient. This year the offline internal examinations were conducted. The marks obtained by the students were shown to them in the classroom and also communicated during online classes. the grievances were also resolved promptly.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.gkhca.in/administrator/ssrbox/c7ce8ebdf507fdc77142b7a93332aa20.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In our college, there are specific program outcomes for all the programs and courses being run by the institution. Such program outcomes are properly displayed on the website of the institute. As a result, it can be accessed by all the students easily from anywhere and anytime. All newly admitted students are asked to go through the program outcomes displayed on the website of the college of their specific course so that they can understand what specific knowledge they are going to acquire after completing the course or program.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.gkhca.in/administrator/ssrbox/c2e29d48e93b65fdcd7ef586e37bd94.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of the program and course outcome is being evaluated by the institution regularly. The result of all the courses and programs are analyzed at the end of each session. After the completion of the course and program, the progression of the student is recorded and maintained. This Institute is a UG-level Institute, a maximum number of students who complete their courses go for attaining PG degrees. A few of them appear for different competitive exams. Some of our students got selected in the private and government sector. Their records are also being kept with us.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

791

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.gkhca.in/administrator/ssrbox/53aa1a643069699f2fa1931f33b5ce93.jpg

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.gkhca.in/administrator/ssrbox/00dea7efa8160576a0ed5bbf3dacd7dd.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****Nil**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****2**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****nil**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute always promotes its faculties and students for the enhancement and updating of their knowledge. It has organized seminars, workshops, and Value Added Courses on different areas of knowledge, relevance, and interest for the creation and transfer of knowledge. Our institution promotes its faculties to take part in various international and national level conferences, seminars, and workshops for getting new ideas in the field of current research and innovation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.gkhca.in/Research_Innovation.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were carried out regularly by the NSS wing of the college for different social issues like awareness about human rights, Covid-19, hygiene, environmental upgradation, education, etc. Awareness about health-related issues are also created by the students in the neighboring community of the college. Such activities included the organization of test camps for Sickle Cell Anemia, eye check-ups, blood donation camps, etc. During the current year following the covid-19 guidelines, a few extension activities were carried out by the NSS wing of the college in a village. Students have distributed masks in the community during the covid-19 period and made people aware of sanitation and cleanliness for keeping themselves safe from covid-19 epidemic and other diseases.

File Description	Documents
Paste link for additional information	https://gkhca.in/photo.php
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

24

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

200

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

nil

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment, etc. The institution has adequate infrastructure and physical facilities for teaching and learning activities. In our institution, there are adequate infrastructure and physical facilities for the students for different teaching and learning activities. There are 14 classrooms and 6 laboratories for different subjects. There are two smart boards and five multimedia projectors and screens to display PPT. There are mobile stands also which help the faculties during online teaching. There are separate laboratories for Chemistry, Botany, Zoology, Physics, and Geography. There are sufficient computers in our institute for B.Sc. Computer Science and BBA, DCA, PGDCA students. Two different computer labs

are there. In addition to this, the library also has computers with internet facilities so that students can search journals, books, and lessons of that interest and relevant topics. The institution also has a separate English language lab for enhancing the English communication skill of the students of this college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gkhca.in/infrastructure.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

As an institution, our college is always keen on the overall development of the students by providing them with cultural, sports, and other facilities apart from the regular teaching-learning practices. There is a permanent stage built in the central place of the college where students display their different cultural activities with great passion and enthusiasm. There is a seminar hall also for conducting indoor cultural events. In addition to this, we have portable mike and sound system and an electronic podium equipped with a sound system for organizing such activities without any external borrowing or support. We have a separate sports room also with many facilities for indoor and outdoor sports events. Under the indoor games table tennis, chess, carom, etc. are available for enthusiastic students. A synthetic mat for conducting competitions of kabaddi is also available in our college which is a rare facility available in a college. We have Huge playgrounds present in our college for conducting outdoor sports events like kho- kho, volleyball, badminton, football, cricket, and other athletics as well as track and field events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gkhca.in/photo.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gkhca.in/geo.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1, 36, 940

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS).The college has procured LIBMAN software for library book circulation and report generation.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

C. Any 2 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****99447 .00**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****65**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Our institution frequently updates its IT facilities including Wi-Fi. Our institution has regularity in purchasing and using computer systems and updating software and IT facilities including Wi-Fi

according to the requirement and availability of funds which is provided by the government. The fund is also generated internally. We use BSNL plan which enables office jobs apart from college work like teaching etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1, 36, 940

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of cleanliness and hygiene of the physical facility is the top priority of the college administration. It is monitored directly by the principal under the supervision of a team. The office staff is assigned various duties for the maintenance of the campus, its cleanliness, and sanitation. They also look after the condition and functionality of academic facilities like equipment, water coolers, computers, and other gadgets, etc. In the need for repair or replacement of equipment, it is addressed immediately. Faculties are made in charge of different teams who report directly to the principal and discuss the arising problems related to equipment, chemicals, stationery, etc. Faculties and staff of Computer Science and PGDCA have been assigned duties of maintaining computers, their formatting, installation and upgradation of software and cleanliness of computers, etc. The office is responsible for the procurement of stationary, equipment, gadgets, computers, computer table, chairs, almirahs, etc. The laboratory in charge looks after the laboratories. After the outbreak of the Covid pandemic, we follow the new normal. The entire campus, classrooms, labs, library, veranda furniture, etc. were regularly sanitized in order to follow the norms of Covid 19.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**1763**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	https://www.gkhca.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

143

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**0**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****2**

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Considering the significance of overall development, this institution promotes leadership qualities among the students. Various extracurricular and cocurricular events were organized last

year, e.g., speech competition, poster making, slogan writing, video making, quiz competition, etc. Students representative are involved in several administrative committees like the sports committee, IQAC, and student council. Several previous students are in the Jan Bhagidari Samiti which is a significant advisory body to guide college administration in developmental work. Thus, the Student council keeps an eye on the betterment, development, and welfare of the students and college. This body is useful for the development of leadership quality among students in a democratic system. It coordinates various activities of students of the college which in turn improves the institution by providing feedback on various aspects to the faculties, college staff, and principal so that the administration gets an insight into further development. To fulfill these objectives president, vice president, secretary, deputy secretary, and class representatives are nominated or elected in this college according to the norms set by the higher authorities or the University. The different committee has been set up for the growth and development of the students as well as the college. However, due to Covid-19, authorities of Higher Education and University avoided the election process to constitute student councils in the colleges. But all students and faculties kept close contact in teaching-learning, co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services. Being a pandemic year alumni meet was not organised physically but a meet was called digitally. As a matter of fact, our Alumni association is new and it is challenging to make old students understand role of this forum and its significance. We conveyed the old students the role of this body in shaping the future of the institution and so it should be a proactive body to work for the betterment of the college. This year we have organised online meeting and discussed issues of futuristic growth of the college. We could mobilize the participating alumni to donate their used books which could be distributed to students and could be reused and some of them gladly agreed and donated books for the students after that. So far as our experience is concerned, fund raising is tough from the alumni. Some of them also agreed to take class in different subject as a resource person. One of our alumni Mr. Keshav contributed in decorating the principal room with wall paper.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of this institution is reflective of and is in tune with the vision and mission of our college: We have created a transparent and interactive academic ecosystem. Interaction between students and teachers are always encouraged by faculties and subject teachers. Maintaining higher quality in teaching- learning process is always kept in mind. To follow our vision, we use to organize programmes and workshops for students career so that students could excel in their personal and professional life. Regular internal examinations help students perform better in the examination because examination is the ultimate method of evaluation. The governance of the institution is reflective in the internal administration also. Office of the principal is transparent and open to students. Any student can approach to the principal any time.

File Description	Documents
Paste link for additional information	https://www.gkhca.in/ , https://www.gkhca.in/miission.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Our college follows the principle of decentralisation and participatory management. Involvement of students in academic, cultural and other activities enhances their leadership quality also. Different committees are formed in our organization to ensure the proper and transparent functioning of the college in the aspects like Purchasing Committee, Student Counseling Committee, Harassment Redressal Committee, Anti-Ragging Committee, Red Cross Society, Career Counselling Cell, etc. Students and teachers work hand in hand for the welfare of our society. For example, students took part in Vaccination Awareness Campaign and uses of Mask Awareness

Campaign this year also. Vaccination campaign was done by volunteers of NSS. As usual, at the onset of new session, the Principal called for the staff council meeting for the smooth conduction of administrative, academic and extracurricular activities. New ideas are always welcome in this college. During the meeting discussions includes issues like admission, implementation of academic calendar, curriculum, internal and external examination and various other issues. Students or their representatives are always taken care regarding their suggestions or ideas for the betterment of students.

File Description	Documents
Paste link for additional information	https://gkhca.in/nss.php , https://gkhca.in/redcross.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

An institute needs to have a perspective plan with a vision of growth. It needs a futuristic visualization and a team-work for its execution. Collective work for the betterment of the college in coming years is highly desirable. Our strategic perspective plan includes different aspects of the institution, viz., starting new courses, growth in admission, human resource development, modernization and enriching the library, providing better ICT and physical Infrastructure, up gradation of laboratory instrumentation, research and development, continuous examination and evaluation, innovative and attractive teaching-learning, curriculum development etc. Being a government college we work in a framework set by the government with its prescribed norms and procedure. We have to follow several monetary regulations of the government. Again, our limitation of being situated in the rural area is also important. Research and development at UG level is also our constraint. However, with the introduction of M.Sc. department in Botany last year, may change things in coming year. We are also planning to have collaboration with some institutions.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.gkhca.in/value.php
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution continuously works for the effective and efficient functioning through its administrative set up and policies. Being a government organization we follow the appointment and service rules and different procedures fixed by the government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.gkhca.in/staff.php , https://www.gkhca.in/nonstaff.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Several welfare measures are practiced for the both teaching and non-teaching employees, including food grain advance and festival advance to class III employees and class IV employees, distribution of uniform to class IV employees, medical reimbursement and GPF advance to all and also, child care leave to female staff members as per the state government norms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There exists an annual appraisal system called CR (confidential report) framed by the Higher Education Department which is uniform for all teaching staff of all the colleges of Chhattisgarh. The same system is applicable to other non-teaching staff but the Confidential Report form for sports officers, librarian, and office staff are different according to their service condition and

criterion. In the special cases of specific achievement appreciation by the principal is done.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external audit is an important aspect of any institution. This college has special arrangement for financial management. Both internal and external financial audit is done from time to time. Internal audit includes the utilisation of funds generated by Jan Bhagidari Samiti and also by self financing scheme. Both are funded by the students and are audited by a certified chartered accountant of Raipur. The audit utilisation of the fund received from UGC is also done by CA. Regarding the funds received from internal agencies there is a mechanism of departmental audit which is done from time to time by the department of Higher Education itself and also by the officials of Accountant General Office of Chhattisgarh. But it is not done every year. External and internal audit of fund generated by self finance and Jan Bhagidari is done regularly. External audit is done by CA whereas internal audit is done by a committee consisting of college staff. Objection is rectified by the college administration. Cross checking of fee receipts is also a part of internal audit which is done by a committee of faculties constituted by the principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****0**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our college gets its fund from RUSA and higher education of state Govt. We did not get any fund from UGC for the last few years. Funds from RUSA are also awaited. However, a little bit of revenue is generated from Janbhagidari Samiti fees and students who enroll themselves in self finance department. For the efficient mobilization of fund, all the departments are asked their requirements at the beginning of the session. As per the need of various departments and the availability of fund, the strategy is chalked out for the allocation. As per the need and availability of funds and suggestion of teachers, the library use to purchase books. Similarly chemicals and equipment are also purchased by inviting bids and quotations. All purchases are approved by a purchase committee formed by the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Following are the contributions of IQAC for institutionalizing

the quality assurance strategies: 1. New courses have been started for the students from the session 2021-22. The new course of BCA, DBM, PGDBYM was started in the college after the approval of our proposal by the authority of higher authorities. 2. Development and continuation of e-content in the form of video lectures and online study material by all the faculty members on YouTube channel. Video lectures were uploaded on YouTube channels by many faculties so that students can have access to these course contents. 3. To boost creativity among student several competitions were organized like short film making competition, poster making competition, speech and extempore competitions etc. 4. Various workshops and seminars on different subjects were organized on the digital platform by various departments: including department of Commerce, Political Science, NSS, Red Cross etc.

5. In the last academic session four Value Added Course were initiated by Science, Commerce, and English department.

File Description	Documents
Paste link for additional information	http://gkhca.in/minute.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institute reviews its teaching- learning process and learning outcomes regularly through IQAC set up. The result is analysed annually for all programmes and courses. The progression of the students is also recorded and analyzed. We follow an academic calendar and continuous assessment system to efficiently conduct the teaching-learning process. IQAC keeps a vigil on it and monitors it. This year classes were held in a blended mode, viz., and offline and online. Student's progression was assessed through assignments and various activities. All the concerned teachers maintained the records regularly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
File Description	Documents
Paste web link of Annual reports of Institution	http://gkhca.in/administrator/ssrbox/170051bd277a8cdf9b41ab021dd00cd1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
Our institute is already rich in female human resources. The number of female students enrolled in our college is more significant as compared to the number of male students. In fact, the number of male students has always exceeded that of the male students. Out of fourteen regular teaching faculties, twelve are female staff. To promote the gender equity debate competition were organized on the topic. International women's day was celebrated by conducting a webinar on the subject. It was organized in collaboration with C.G. Human Rights Commission. Women's cell is also constituted in our college through which various women's welfare programs are organized. The college does not have a regular childcare facility, but it allows to bring the young kids whenever they need special care and they can not be left behind due to various reasons.	

File Description	Documents
Annual gender sensitization action plan	http://gkhca.in/administrator/ssrbox/f385951e9bbe63676ae8c3a1780a7f5c.jpeg
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gkhca.in/infrastructure.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

To keep the environment green and sustainable proper waste management must be promoted and followed. For the management of solid waste we follow certain norms and activities:

1. The bio-degradable waste is being utilized in the formation of compost by making a pit.

2. Other waste like, paper waste is being collected from the campus for recycling. 3. Management of e-waste: The institution does not have a huge electronic waste till now and the government has clear guidelines to withdraw the nonworking machines. As per the policy, decision is being taken to withdraw and sell it to the people who collect the waste and recycle it. 4. Management of hazardous chemicals: The laboratories of our institute avoid the use of hazardous chemicals which are unsafe for human health and the environment. Even if hazardous waste is created is disposed of safely as per the norm. Radioactive waste: There is no emission of

any radioactive waste in our institute.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other	

diversities (within 200 words).

As a matter of fact our college is situated in rural backdrop consisting of almost homogeneous populace and a pride history of distinguished example of harmony among staffs and students. In general, almost all students speak Chhattisghri language as a lingua franca and so there is linguistic unity in this college. Again, this area represents distinct unity in displaying cultural plurality. Almost all students and staffs belong to this region and as a result all follow the same culture. However, a few staffs and students are from different area of this country but overall they show same cultural affinity as a whole.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In fact almost all students belong to the similar communal and social background. So far as economic diversity is concern, there exists a bit economic diversity, although almost insignificant. Understanding the need of sensitizing the students of this college on communal, social, economic and other diversity we inspire and counsel them to follow simple living and maintain a broader brotherhood.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://gkhca.in/activity.php
Any other relevant information	Part of syllabus uploaded in 1.3.1

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code

A. All of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college regularly organizes commemorative days and events remembering the contribution of nation personalities and great persons in building the national ethos and emotions. In this session also such days were celebrate in our college. We organised Martyr's Day, Bhagat Singh Jayanti, Khudi Ram Bose Jayanti, Netaji Subhas Jayanti, Teachers day on S. Radhakrishnan Jayanti, National Unity day on Ballabh Bhai Patel's, Sadbhavna Divas etc. We also remember our visionary leaders on constitution day, Independence day and republic day.

The college also remembers cultural legends like Tulsi Das, Kabir Das, Sur Das, Meera , Nirala etc. by organizing their jayanti.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Following two best practices are being implemented in the institution:

1. Organization of health camps and health promotional activities

Different kinds of health checkup camps are being organized in the institute under the collaboration of IQAC and Youth Red Cross Society of the college. The practice involves organization of Sick cellcheckup camp, Blood Donation camp, Eye checkup camp, general health checkup camp etc.

In addition to this awareness about health related issues is generated by organizing programs like guest lectures, speech, poster and slogan making etc.

2.Environmental conservational programs

Different environmental conservational activities are being organized by various departments of the college.

I. Department of Chemistry and Botany has organized two days National Seminar on "Environmental conservation and sustainable development "on 16-17 January 2018. Under this resource persons from eminent research institutes have delivered lectures on environmental issues and its solutions.

II. Department of chemistry commemorates Plastic Bag Free day in the month of July/Aug (since International Plastic Bag Free day is celebrated on 3rd July) every year.

III. Department of Botany organizes 'Green Day' every year in the month of July/August.

IV. College has MOU with green army which is an NGO for creating awareness and involving student in environmental promotional activities.

Details of the two Best Practices in NAAC Formate is availble in the Institute website.

File Description	Documents
Best practices in the Institutional website	http://gkhca.in/administrator/ssrbox/59e712c3d11b4aca217dd044b5e8812d.pdf
Any other relevant information	http://gkhca.in/photo.php

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The no of female students is more in comparison to the male students in the college. Therefore so many activities are done for their promotion and development. Women's cell has been constituted in the institute. Several programs are being organized under the cell. Programs related to health and hygiene awareness, cyber security, human rights awareness, and entrepreneurship development are being conducted for the overall development of female students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

(a) Proposal for new Value Added Courses for the next academic year.

(b) Proposal for starting new courses like M.Sc. in Chemistry, M.A. in Sociology and Geography.

(c) To get a recognition of research centre for the department commerce.

(d) Staff will be encouraged to publish more research papers and take some research project.

(e) Construction of two classrooms as laboratories.

(f) Efforts will be taken to organize seminar, webinar, workshop, lecture etc. for the students.

Industrial and field visit of students in so that student can have an exposure of distinct environment.

